

Authentication Application Form



Introduction

To request authentication of a candidate's qualifications you must enclose a photocopy of the candidate's certificate(s) with this application.

Please complete this form and either post it to:-

Replacement Certificates
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

or, if you have completed it electronically and are paying by card, email it to certification@sqa.org.uk

If you have any questions regarding the completion of this form please contact SQA on 0845 279 1000.

Note that any field below marked with a '*' is mandatory.

01 Organisation Details

Organisation name*

Address*

Postcode*

Contact name*

Telephone number*

Email address

02 Candidate Details

Forename(s)

Surname

Name*

Date of birth*

Additional Information

Please use this space to add any other information which may be relevant to your application

03 Payment Details

Payment can be made by credit/debit card, cheque or Postal Order. Cheques and Postal Orders should be made payable to 'Scottish Qualifications Authority'.

Solo cards and cash are not accepted.

Normally items are sent using Standard 2nd Class postage. If you would prefer your documents to be sent by Recorded Delivery, please indicate this below:

	Amount
Cost of Authentication	@ £38.00
Recorded Delivery (UK delivery)	@ £4.50
Recorded Delivery (Rest of World delivery)	@ £20.00
Total remittance £	

Please tick one of the boxes below to indicate your method of payment:

cheque Postal Order credit/debit card (complete details below)

Cardholder's name

Card type

Card number

Expiry date

Valid from date

Issue number

Cardholder's signature
(type name if using email)

04 Declaration

I declare that, to the best of my knowledge, the information given in this application form is correct and I agree to pay the fees associated with this application.

Applicant's signature*
(type name if using email)

Date*